



INLAND RESPITE, INC.

www.inlandrespite.com | 951-353-1261

October 2020

Good Morning,

Due to recent legislative changes, all employees of Inland Respite, Inc. now have COVID-19 Supplement Sick Leave available. This leave balance is in addition to your regular sick leave and may only be used for specific COVID-19 related reasons.

Employees are eligible to take leave if they are unable to work for any of the reasons below:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- The employee is advised by a healthcare provider to self-quarantine or self-isolate due to COVID-19 related reasons.
- The employee is prohibited from working by the employer to due to health concerns related to the potential transmission of COVID-19.

If you experience a qualifying reason and must be absent from work a Leave Form must be completed and submitted with COVID-19 as the reason for the absence. If COVID-19 is not documented as the reason for leave the time will be deducted from your regular sick balance. Supplemental Leave entitlement balances will be reflected on each pay statement starting October 12, 2020.

Please refer to the attached CA Covid-19 Supplemental Paid Sick Leave for Non-Food Sector Employees for details on the leave and contact your HR Generalist with questions.

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